

---

TECHNICAL HANDBOOK FOR  
ENVIRONMENTAL HEALTH AND ENGINEERING  
VOLUME VI - FACILITIES ENGINEERING  
**PART 70 - ADMINISTRATION AND MANAGEMENT**

---

**CHAPTER 70-2 GLOSSARY OF TERMS**

**ACTIVITY** - A financial accounting coding structure level that identifies one division below an appropriation, e.g., Maintenance and Improvement.

- (1) **Sub-Activity** - A coding structure level that identifies one division below the activity, e.g., Facilities Support is a sub-activity of the Facilities and Environmental Health Support activity. The sub-activity is used to account for an allowance of funds made for that purpose and to record obligations and expenditures against the allowance to ensure controlled spending limitations.
- (2) **Sub-Sub-Activity** - A coding structure level that identifies two divisions below an activity, e.g., operational supplies is a sub-sub-activity of the maintenance and Improvement activity. The sub-sub-activity is used to account for an allowance of funds made for that purpose and to record obligations and expenditures against the allowance to ensure controlled spending limitations.

**ADEQUATE FUEL SOURCE** - The fuel required to produce a minimum run time for an emergency generator. It will be based on the reasonable worst case scenario, which includes length of time of the worst power outage and the availability of fuel at a particular installation. Adequate fuel source is defined as enough fuel on hand, at all times, necessary to supply the generator to meet that minimum run time and is equal to the minimum run time multiplied by the fuel usage rate of the generator.

**ADJUSTMENT** - Increase or decrease to an obligation due to costs not clearly defined at time of obligation, e.g., freight costs.

**ADVICE OF ALLOWANCE** - Administrative procedure that transfers or forwards funding for use by Areas or Service Units.

**ALLOCATION** - The amount of obligational authority transferred to one agency, bureau, or account to carry out the purpose(s) of the parent appropriation fund.

**ALLOTMENT** - The amount delegated by the agency head or other

---

TECHNICAL HANDBOOK FOR  
ENVIRONMENTAL HEALTH AND ENGINEERING  
VOLUME VI - FACILITIES ENGINEERING  
**PART 70 - ADMINISTRATION AND MANAGEMENT**

---

authorized official of the agency for IHS Areas to incur obligations within a specified amount. Area Offices further delegate allotments to the service units for the same purpose(s) the funds were intended.

**ALLOWANCE** - Funding amount to cover requirements, e.g., maintenance and Improvement (M&I) allowance.

**APPROPRIATELY SIZED POWER SOURCE** - The emergency power system generator will be sized such that it will not be loaded above 85% of maximum capacity, unless authorized by the Facilities Manager, to ensure full capacity is not exceeded.

**APPROPRIATION LANGUAGE** - Legislative language in an appropriation bill which specifies the purposes and amount for which funds provided under an appropriation may be used and includes any specific provision (like limitations) applicable to the use of the funds.

**APPROPRIATION** - An act of Congress that permits Federal agencies to incur obligations and to make payments out of the Treasury for specified purposes. Appropriations are categorized in a variety of ways, such as their period of availability (one-year, multiple-year, no-year).

**AREA, CRITICAL CARE** - Areas in a health care facility commonly having patients who are or may be subjected to invasive monitoring or therapy using direct pathways to the heart (e.g., operating room, intensive care units).

**AREA, GENERAL CARE** - Areas in a health care facility where patients have or might have direct contact with non-invasive therapy and/or electrical or electronic equipment (e.g., ambulatory care waiting room, dialysis room).

**AREA, NON-PATIENT** - Administrative areas and other areas where patients have little or direct contact with electrical and electronic equipment (e.g., service unit conference room, patient waiting area, administrative offices).

**ASSESSMENT, PROGRAM** - A detailed, documented, in-depth comparative assessment of a facilities activity or program

---

TECHNICAL HANDBOOK FOR  
ENVIRONMENTAL HEALTH AND ENGINEERING  
VOLUME VI - FACILITIES ENGINEERING  
**PART 70 - ADMINISTRATION AND MANAGEMENT**

---

element against established criteria. This assessment is conducted by a management official on one specific topic outlined in the management control plan of the Area or service unit. Its purpose is to determine whether adequate control measures exist and are implemented to prevent or detect the occurrence or potential risks. Program assessments are evaluations of past occurrences against pre-established criteria and are conducted on all program elements at a minimum once every three years or as a result of any risk assessment that reveals high vulnerability.

**AUTOMATED MANAGEMENT SYSTEM** - A computerized information system used to facilitate the scheduling, monitoring, and documentation of equipment maintenance and repair.

**BILL OF COLLECTION (SF-1114)** - The form used to process a charge to an employee, vendor or public for the loss of government property, e.g., keys. The form may also be used for the cost of damage imposed on government property such as the result of a report of survey or any action resulting in the need for compensation to the government.

**BUDGET AUTHORITY** - Authority provided by law to enter into obligations which generally result in immediate or future outlays of government funds.

**BUDGET AMENDMENT** - A proposal, submitted to the Congress by the President after his formal budget transmittal but prior to completion of appropriation action by the Congress, that revises previous requests, such as the amount of budget authority.

**BUDGET PROCESS** - The process of formulating the recurring funds required in the various elements in facilities, (e.g. utilities, bench stock, operating supplies/services, training, equipment replacements, service contracts, preventive maintenance (PM), maintenance and repairs of building service and non-clinical equipment (personal property), projects, and maintenance and repairs to real property).

**BUDGET PLAN** - Anticipated quarterly distribution of such sub-sub-activity with or without object classification and/or cost centers.

**BUILDING SERVICE EQUIPMENT (REAL PROPERTY EQUIPMENT)** -

---

TECHNICAL HANDBOOK FOR  
ENVIRONMENTAL HEALTH AND ENGINEERING  
VOLUME VI - FACILITIES ENGINEERING

---

**PART 70 - ADMINISTRATION AND MANAGEMENT**

---

This is equipment which is permanently installed in or attached to buildings or structures and becomes a part of real property for the purpose of rendering such building or structure usable or habitable. The removal of such equipment would generally require major or significant repairs or improvements to place the area in which it was located in a usable condition. Examples of building service equipment include the heating and cooling system (boilers, air handlers, compressors, piping, etc.), elevators, plumbing system (piping, sinks, toilets, etc.), and electrical system (lighting fixtures, electrical panels, receptacles, etc.). It does not include portable or movable personal property equipment (such as space heaters, window air conditioners, and portable fire extinguishers) which do not require to be connected to the building service equipment systems other than that provided by an electrical plug or quick disconnect fitting. This category does not include special purpose program equipment that is specific to a single purpose or function do to the fact that the building is being used for health care programs (e.g., X-ray units, medical air compressors, incubators, etc.).

**CAPITALIZATION** - Cost accounting procedure that tracks the increase and decrease of the value of real property as a result of improvements to the real property (land and structures). Whenever a construction project is completed at an installation (land and structures) the cost of the improvement portion of the project must be estimated by the facilities manager. A report is forwarded to the property management section for capitalization.

**CERTIFICATION OF FUNDS** - Administrative procedure of forwarding authority to another agency, department, or unit that funds have been "reserved" for a particular use, e.g. architect/engineer contract, construction obligation, change order, etc.

**COMMITMENT** - Entry for a particular transaction. It is an estimated amount of procurement by facilities. This amount may be higher or lower than the obligated amount by the procurement department. It is adjusted by facilities management upon receipt of a purchase order from the procurement department.

**COMMITMENT REGISTER** - A log of individual accounting transactions which displays the status of ongoing procurement obligations, procurement in progress (commitments) and other data to ascertain status of funds at any time period for each account.

---

TECHNICAL HANDBOOK FOR  
ENVIRONMENTAL HEALTH AND ENGINEERING  
VOLUME VI - FACILITIES ENGINEERING  
**PART 70 - ADMINISTRATION AND MANAGEMENT**

---

Registers should contain at a minimum; transaction number, date of transaction, description of transaction, commitment amount, obligation amount, adjustments, NTE amounts when a fixed price is unavailable, and balance.

**COMMON ACCOUNTING NUMBER (CAN)** - The CAN consists of a seven digit code composed of three segments. CAN numbers are always preceded by a numeric code identifying the fiscal year funds were appropriated, e.g. 1J942520.

- 1 Identifies the fiscal year, in this example FY 91
- J Identifies the agency, in this example IHS
- 94 Identifies the accounting point, in this example Headquarters
- 2520 Identifies an accounting classification within each accounting point, in this example 2500 is Division of Facilities and Environmental Engineering (DFEE), 2520 is the Facilities Engineering Branch (FEB).

**CONTINGENCY PLANS** - Written plans outlining the procedures for prompt repair, replacement and contingency actions by each department at the installation for providing substitute support for partial or total cessation of equipment or system failure.

**CONTINUING RESOLUTION** - Legislation enacted by Congress to provide limited budget authority in cases where the fiscal year appropriation has not been enacted by the beginning of the fiscal year (October 1).

**COST ACCOUNTING** - A plan, including methods, procedures, and forms for recording, classifying, summarizing, reporting, verifying, analyzing and interpreting financial data for the purpose of prompting control and administration.

**COST CENTER** - Three digit numerical code defining the purpose of procurement of an individual item(s) or services. Cost centers are sub-divisions of object classes.

**CRITICAL UTILITIES** - Described as one routinely required by departmental staff at an installation during the course of normal

---

TECHNICAL HANDBOOK FOR  
ENVIRONMENTAL HEALTH AND ENGINEERING  
VOLUME VI - FACILITIES ENGINEERING  
**PART 70 - ADMINISTRATION AND MANAGEMENT**

---

operations and which, if failure occurred, would create a threat to the patient care environment that each department supports. The service unit safety committees can advise you on which utilities have been determined to be critical for accreditation purposes.

**CYCLE, MAINTENANCE INSPECTION** - The regular recurring events of inspection/maintenance from start through completion of all items with equal PM service frequency (i.e., each electric motor, each switch gear, each transformer or any other item of equipment in the facility which has a monthly or other "servicing frequency").

**DEFICIT, BUDGET** - The amount the commitment exceeds the initial funding authority or balance for any given period.

**DIRECTIVE, MANAGEMENT CONTROL** - Outlines the Area directive that establishes the management control program to comply with federal mandates as defined by the Area Director.

**DISBURSEMENTS** - Payments made less refunds received.

**DOCUMENTATION** - Consists of the written management control report along with all the pertinent dates, facts, findings, and the recommended corrective actions resulting from a management control assessment. Documentation is adequate if the information is understandable to a reasonably knowledgeable third party reviewer.

**EMERGENCY INTERRUPTION OR SHUTDOWN** - Interruption or shutdown necessary to minimize further utility loss or failure, system or equipment damage, or safety hazard.

**ENTRY** - Individual commitment register line item and all pertinent data associated with the procurement of the item, e.g., date, description, committed amount, etc.

**EQUIPMENT** - Tangible, personal property having a useful life of more than 2 years and an acquisition cost of \$500 or more. When used with the words building service preceding it is specifically designated real property. See building service equipment definition in this section.

---

TECHNICAL HANDBOOK FOR  
ENVIRONMENTAL HEALTH AND ENGINEERING  
VOLUME VI - FACILITIES ENGINEERING  
**PART 70 - ADMINISTRATION AND MANAGEMENT**

---

**EQUIPMENT CARD** - Document used to track the historical data on equipment maintenance repairs performed by facilities engineering personnel or service contractors. IHS utilizes form HSA-T-51 for equipment record cards.

**EQUIPMENT, NON-PATIENT CARE** - All electrically powered, line operated personal property other than that used for clinical purposes (e.g. ovens, dishwashers, sterilizers, bed pan washers, computers, building service equipment). A good rule of thumb is the items that need maintenance and are not under repaired by biomedical technicians.

This category includes the following:

- (1) Office Equipment - Electric typewriters, copiers, clocks, and other similar items.
- (2) Domestic - Appliances which may be in the patient vicinity, but which are not intended to contact the patient, such as lamps, television sets, and radios.
- (3) Non-Diagnostic Laboratory Equipment - Water baths, incubators, sterilizers, refrigerators, ovens, dishwashers, bed pan washers, and other similar items.

**EQUIPMENT, PATIENT CARE** - Personal property equipment that is electrically powered, line operated that is directly involved in the diagnosis and/or treatment, and monitoring of patients. This equipment is often referred to as clinical equipment and previously was called biomedical equipment.

This category includes the following:

- (1) Treatment - Equipment that comes in physical contact with the patient (e.g., defibrilators, pacemakers).
- (2) Diagnostic - Equipment used in critical testing (i.e., blood and/or tissue analysis). Most lab equipment would not be considered patient care equipment.
- (3) Monitoring - Equipment utilized in patient assessment such as central station/bedside physiological monitoring equipment.

---

TECHNICAL HANDBOOK FOR  
ENVIRONMENTAL HEALTH AND ENGINEERING  
VOLUME VI - FACILITIES ENGINEERING  
**PART 70 - ADMINISTRATION AND MANAGEMENT**

---

(4) Other - Electric beds.

**ERROR, USER** - An error caused by the improper use of the equipment by the user or operator during its use. The user error creates incorrect operation or failure.

**ERROR, EQUIPMENT** - An error caused by failure of mechanical or electrical components in the equipment. Equipment error creates incorrect operation or failure.

**EVALUATION, PROGRAM** - A detail evaluation of the entire management control program at an Area to determine whether adequate control techniques exist and are implemented to achieve compliance with the FMIA and Quality Management Initiatives. An evaluation consists of reviewing the Area directive, plan, and assessments conducted for the previous three complete fiscal years. This is conducted by Headquarters DFEE/FEB during the facilities engineering program review.

**EXPENDITURES** - Total obligations for any given period.

**FAILURE, REPORTABLE EQUIPMENT** - A problem or failure of a piece of equipment that is or may be a threat to the environment and is not planned.

**FAILURE, INTERRUPTION OR SHUTDOWN OF EQUIPMENT** - Interruption or shutdown necessary to minimize further damage to a piece of equipment or eliminate a safety hazard.

(1) Minor Failure - Interruption or shutdown expected to last less than one (1) hour.

(2) Major Failure - Interruption or shutdown expected to last more than one (1) hour.

**FISCAL YEAR** - Beginning with Fiscal Year 1977, fiscal years for the Federal Government begin on October 1 and end on September 30. The fiscal year is designated by the calendar year in which it ends, e.g. fiscal year 1991 is the fiscal year ending September 30, 1991.

**FREQUENCY, MAINTENANCE INSPECTION** - The period of time, or interval which is determined from an engineering and economic



---

TECHNICAL HANDBOOK FOR  
ENVIRONMENTAL HEALTH AND ENGINEERING  
VOLUME VI - FACILITIES ENGINEERING  
**PART 70 - ADMINISTRATION AND MANAGEMENT**

---

viewpoint as the most desirable for servicing identified items. Frequency is "how often". Each piece of equipment included within the PM program will have a frequency for maintenance assigned. This will define the number of times that the item will have maintenance performed on an annual basis. The frequency may be increased or decreased at the determination of the facilities manager however, it may never exceed one year. The change in frequency may only be accomplished as a matter of good solid engineering judgement based on equipment reliability (lack of failure). By the same reasoning equipment that fails frequently should have the maintenance frequency increased to ensure reliability. This decision will be performed at any time during the year. In preventive maintenance we have monthly, quarterly, semi-annual, annual and triennial and quintennial.

**GUIDE AND CHECKLIST, PREVENTIVE MAINTENANCE** - Form HRSA 424, Preventive Maintenance Guide and Checklist is used to outline the specific requirements that need to be accomplished to perform PM for each piece of equipment and . The guidelist is very detailed to the point that any individual reading the document would know all the exact requirements to conduct the PM for example:

- (1) Check belt for 3/8" to 1/2 " tension, if different adjust to meet requirement.
- (2) Lubricate motor bearing with SAE 10W oil.

Note: Each item will have an equipment guidelist (HRSA - 424).

**HAZARD RECALL** - A written administrative notice by a manufacturer or a government regulatory agency to inform owners and/or users of a specific piece of equipment which has been identified as having a defect in operation. The defect may create a threat to the user or operator under certain circumstances. The recall requires the owner of the equipment to remove the equipment from use immediately for an exchange from the manufacturer and/or to conduct equipment modifications to ensure its continued safe use or operation.

Hazard recalls are classified into the following categories:

- (1) Hazard Recall Class III - A situation in which the use of, or exposure to, a piece of equipment is not likely to cause

---

TECHNICAL HANDBOOK FOR  
ENVIRONMENTAL HEALTH AND ENGINEERING  
VOLUME VI - FACILITIES ENGINEERING  
**PART 70 - ADMINISTRATION AND MANAGEMENT**

---

adverse health consequences.

- (2) Hazard Recall Class II - A situation in which the use of, or exposure to, a piece of equipment may cause temporary or medically reversible adverse health consequences or where the probability of serious adverse health consequences is remote.
- (3) Hazard Recall Class I - A situation in which there is a reasonable probability that use of, or exposure to, a piece of equipment during operation will cause serious adverse health consequences or death.

**INSPECTION** - The critical examination of a system, components of a system or individual inventory items to determine their conformance to applicable quality standards or performance specifications of operation (e.g., elevator, boilers, cooling tower). These are mandatory inspections other than PM inspections to comply with laws, regulations and codes. Work that cannot be accomplished with in-house staff must be contracted. The frequency specified by law, regulation or code cannot be diminished unless written authorization is obtained from the authority having jurisdiction.

**INSTALLATION (FACILITY)** - Separately located and defined acreage of real property that stands alone as an entity, a building or group of buildings, a structure and utility systems and/or the associated site (e.g. health center, clinic, hospital, quarters, or health center and quarters, hospital and quarters). Each defined facility or acreage is uniquely identified with a PHS real property inventory number that identifies it from all other government installations.

**INVENTORY, PREVENTIVE MAINTENANCE** - An inventory listing of all initial and subsequent; non-clinical personal property, building service equipment and components of the building structure that may require preventive maintenance. A facilities PM inventory differs from a consolidated memorandum receipt (CMR) in that it is specifically designed as a tool for managing a facilities maintenance program to include personal (non-clinical) and building service equipment. All items in a CMR inventory do not require PM.

**MAINTENANCE** - Maintenance is work to keep a facility or

---

TECHNICAL HANDBOOK FOR  
ENVIRONMENTAL HEALTH AND ENGINEERING  
VOLUME VI - FACILITIES ENGINEERING  
**PART 70 - ADMINISTRATION AND MANAGEMENT**

---

equipment in a usable state or condition and in operation for its intended purpose. It includes preventive and repair maintenance. It includes construction performed to improve or increase the operation of the facility, or enhance the aesthetics. When the word maintenance is used in this text by itself it means the tasks performed by the maintenance staff which may include PM, repairs, testing, inspections and/or combination thereof.

- (1) **Preventive Maintenance (PM)** - The process of cleaning, lubricating, adjusting, calibrating, checking for wear, cleaning (non-janitorial) of equipment, painting; resurfacing; replacing components and other actions to assure continuing service and to prevent breakdown that might cause total breakdown or serious functional impairment of the equipment before the next scheduled PM inspection. Typically PM tasks take individually less than one hour per item of equipment. The purpose is to preserve and restore on a timely schedule, in order to preclude the deterioration of contiguous and associated components or equipment. This work is strictly performed for an economic advantage only. Preventive maintenance does not include performance operational tests and inspections required by laws, regulations and codes. However, operational performance tests are occasionally performed simultaneously during one or more of the PM tasks.
- (2) **Repair (Routine) Maintenance** - Work performed on a piece of equipment or structure to restore it to its proper operating condition. Such work is breakdown repairs generated through work orders from other departments. It is not scheduled and is generally performed at the request of the equipment operator (user). Generally repairs procedures are different from those required by scheduled maintenance procedures even though they may have been instrumental in identifying the repair. The work is NOT scheduled or planned in advance. A failure of real property (acreage and appurtenances) is caused by action of the elements, fire, explosion, storm and/or other disasters, or by the use near to or beyond its expected useful life. Because of its nature or extent, this deterioration or damage cannot be corrected through normal maintenance. Repairs are "curative" maintenance.
- (3) **Emergency Maintenance** - Unscheduled work requiring immediate action to restore services or remove problems that could interrupt activities.

---

TECHNICAL HANDBOOK FOR  
ENVIRONMENTAL HEALTH AND ENGINEERING  
VOLUME VI - FACILITIES ENGINEERING  
**PART 70 - ADMINISTRATION AND MANAGEMENT**

---

- (4) **Environmental Maintenance** - Work performed within a designated area on a scheduled basis. The purpose of the procedure is a mixture of those items in the PM schedule inventory, but the emphasis is changed from equipment to the area in which equipment is found and minor equipment items not inventoried. Environmental maintenance includes a review of the aesthetic appearance and the integrity of an area. Examples of items that are environmental in nature include paint, plumbing, lighting, electrical outlets, and minor equipment such as table lamps and electronic calculators.

**MULTIPLE YEAR APPROPRIATION** - An appropriation which is available for a specified period of time in excess of one fiscal year, e.g., Medicare/Medicaid.

**NO-YEAR APPROPRIATION** - An appropriation which remains available for obligation for an indefinite period of time, usually until the objectives have been attained, e.g., Maintenance and Improvement.

**NON-RECURRING (FUNDS)** - Funds that have been identified for a specific purpose; however, the determination of who will use them or how much cannot be determined beforehand.

**NUMBER, PERSONAL PROPERTY EQUIPMENT** - A number assigned by the Personal Property Management office to a specific item of personal property equipment for the purposes of identification in order to track its location, assigned user department, replacement cycle and other miscellaneous property management information.

**NUMBER, PREVENTIVE MAINTENANCE** - A distinct number assigned by the Facilities Manager to each specific piece of personal property equipment and real property equipment or real property equipment grouping for the purpose of identification and tracking of its repair history during its useful life. The number may be assigned to each individual component (i.e., air handler, motor) or one assigned to a system (i.e., Elevator No. 5, HVAC System No.3, Exhaust System No. 9). If a number is used for an entire system there must be an equipment card for each components in the system inventory. This number allows identification in a specific facility. The PM number will be preceded by a letter code to identify the type of equipment as follows:

---

TECHNICAL HANDBOOK FOR  
ENVIRONMENTAL HEALTH AND ENGINEERING  
VOLUME VI - FACILITIES ENGINEERING

---

**PART 70 - ADMINISTRATION AND MANAGEMENT**

---

E-Electrical  
M-Mechanical  
P-Plumbing

G-Grounds  
S-Structural  
PP-Personal Property

(e.g., E-081, P-122, PP-149)

M-096

**OBJECT CLASSIFICATION** - A uniform numerical classification identifying the transactions of the Federal government by the nature of the goods or services purchased, e.g., hospital supplies and materials is object class 26.11.

**OBLIGATIONS** - Amounts of orders placed, contracts awarded, services rendered, or other transaction made by the Federal government during a period which will require payment during the same or future period. Obligations can only be conducted by procurement employees duly authorized as agents of the government.

**ONE-YEAR (ANNUAL) APPROPRIATION** - An appropriation which is available for obligation during a specified fiscal year and expires at the end of that year. This is the most common form of budget authority, e.g., Clinical Services.

**OPERATIONAL PLANS** - Consists of a narrative for each utility system. Operational plans explain how a particular utility system operates following the system through each individual components comprising the system, location of each component, and the system operational parameters for start up and shut down. Installations having more than one system for the same utility will need an operational plan for each system.

**PERSONAL PROPERTY** - All property, supplies and equipment (expendable and non-expendable) excluding real property, records and building service equipment. It includes equipment used to perform a function or activity directly resulting from a program. It can be portable and readily relocated (e.g., defibrillator, computers, typewriters,); semi-permanent or temporarily installed and can be readily disconnected from utilities or medical gas systems and does not render the building or room uninhabitable if removed (e.g., dietetic dishwashers, dental chair) and all property though permanently installed is provided specifically to impart a unique function to a room or building for a specialized purpose (e.g., X-ray machine, medical air compressor, medical/surgical vacuum pumps).

---

TECHNICAL HANDBOOK FOR  
ENVIRONMENTAL HEALTH AND ENGINEERING  
VOLUME VI - FACILITIES ENGINEERING  
**PART 70 - ADMINISTRATION AND MANAGEMENT**

---

**PLAN, MANAGEMENT CONTROL** - Outlines the facilities procedure that outlines the purpose, policy, procedures, responsibilities, type/scope of review, topics, frequency and related materials necessary to communicate responsibility and authority for accomplishing an management control program in the Area. This is the Area Facilities Engineer's implementation of the management control program.

**PRIORITY** - The ranking of importance for an item to be included in the PM program. In order for a item to be included in the PM program it must be prioritized as to the need to perform the PM based on a pre-approved criteria. An item not ranked high enough using the established written criteria will not be included in the PM program.

**PROGRAM, MANAGEMENT CONTROL** - The plan of organization and all the methods and measures adopted within an Area to safeguard its resources, assure the accuracy and reliability of its information, assure adherence to applicable laws, regulations and policies, and promote operational economy and efficiency.

**PROJECTIONS** - Estimates of budget authority that extend several years into the future. Projections are not usually firm estimates of what will occur in future years.

**REAL PROPERTY** - Any land, together with improvements (utilities), structures (pump houses), and fixtures (fence, lighting posts) located thereon (including prefabricated movable structures, such as pre-fabricated (Butler) buildings, quonset huts, and trailers (with or without undercarriages), and appurtenances thereto, excluding moveable machinery and equipment.

**REAL PROPERTY (BUILDING SERVICE EQUIPMENT)** - This is equipment which is permanently installed in or attached to buildings or structures and becomes a part of real property for the purpose of rendering such building or structure usable or habitable. The removal of such equipment would generally require major or significant repairs or improvements to place the area in which it was located in a usable condition.

Building service equipment includes;

- (1) Heating and cooling system (boilers, air handlers,

---

TECHNICAL HANDBOOK FOR  
ENVIRONMENTAL HEALTH AND ENGINEERING  
VOLUME VI - FACILITIES ENGINEERING  
**PART 70 - ADMINISTRATION AND MANAGEMENT**

---

compressors, piping, etc.), elevators, plumbing system (piping, sinks, toilets, etc.), and electrical system (lighting fixtures, electrical panels, receptacles, etc.).

- (2) It does not include portable or movable personal property equipment (such as space heaters, window air conditioners, and portable fire extinguishers) which do not require to be connected to the building service equipment systems other than that provided by an electrical plug or quick disconnect fitting.
- (3) This equipment does not include special purpose program equipment that is specific to a single purpose or function do to the fact that the building is being used for health care programs (e.g., X-ray units, medical air compressors, incubators, etc.).

**REAPPROPRIATION** - Congressional action to restore or extend the obligational availability, whether for the same or different purposes, of all or part of the unobligated portion of budget authority which otherwise could lapse.

**RECURRING (FUNDS)** - Funds necessary to sustain known existing daily operations on a continuous basis, e.g., utilities, bench stock, and maintenance.

**REIMBURSEMENTS** - Sums received for exchange of goods (trade-in) or services furnished that are authorized by law to be credited directly to a specific account. The amounts are deducted from the total obligations incurred in determining the balance for the account.

**REPORTABLE EQUIPMENT FAILURE** - An incident that is or may be a threat to the patient care environment and is unplanned. Equipment failures of this type are required to be reported to the service unit safety committee for evaluation and follow-up.

**REPORTABLE UTILITY PROBLEM OR FAILURE** - An incident that is or may be a threat to the patient care environment, is unplanned, and occurs in a utility distribution system prior to the termination device (medical gas outlet, connector, breaker etc.).

**REPROGRAMMING** - The utilization of funds for purposes other

---

TECHNICAL HANDBOOK FOR  
ENVIRONMENTAL HEALTH AND ENGINEERING  
VOLUME VI - FACILITIES ENGINEERING  
**PART 70 - ADMINISTRATION AND MANAGEMENT**

---

than those contemplated at the time of the appropriation. A reprogramming action is the reallocation of funds within an appropriation from one budget activity to another, or, in some cases, within the same budget activity. If an Appropriations Committee specifies the allocation of an appropriation below the activity level, that more detailed level is the basis for reprogramming. Reprogramming requires consultation between the agency and the appropriate congressional committee. It involves formal notification and, in some instances, opportunity for disapproval by the congressional committee.

**REQUIRED SYSTEMS AND AREAS** - At a minimum, emergency power is that required to be provided by NFPA 99 for the particular type of facilities define in the code.

**RISK, INHERENT** - The potential for loss, fraud, waste, or abuse due to the inherent nature of an activity or program element.

**SCHEDULE, PREVENTIVE MAINTENANCE** - This document will consist of a listing of all the items in the maintenance program with their respective schedules. It outlines the calendar date chosen for accomplishment of the PM work. Usually this consists of a monthly, quarterly, semi-annual, and annual individual listings. This allows the Facilities Manager a planning tool to schedule the work so that it is accomplished without failure.

**SCHEDULED PREVENTIVE MAINTENANCE** - Work performed on equipment under a scheduled, rather than a user-demand, basis. Scheduled means "when" the equipment will receive PM. The purpose of the procedure may be a combination of PM, functional testing, performance verification, and calibration and safety testing.

**STANDARDS, PREVENTIVE MAINTENANCE** - Documentation provided by the equipment manufacturer and/or developed or modified by the Facilities Manager which are necessary to provide comprehensive equipment maintenance whether by in-house personnel or service contractors.

**SUPPLEMENTAL APPROPRIATION** - An appropriation enacted as an addition to a regular annual appropriation act. Supplemental appropriation provide additional budget authority beyond original estimates for programs or activities for which the need for funds



---

TECHNICAL HANDBOOK FOR  
ENVIRONMENTAL HEALTH AND ENGINEERING  
VOLUME VI - FACILITIES ENGINEERING  
**PART 70 - ADMINISTRATION AND MANAGEMENT**

---

is too urgent to be postponed until the next regular appropriation.

**SURPLUS (BUDGET)** - The amount by which the initial funding authority or balance exceeds the obligation for any given period.

**TESTING** - The process of performing physical and/or visual measurements to determine the ability of equipment to operate at minimal acceptable standards.

- (1) **Performance Verification, and Calibration** - Scheduled periodic examination and testing of equipment against manufacturer's or IHS's approved parameters after acceptance by the agency. The testing is scheduled to verify that equipment is fully functional for continued operation and performing within reasonable, previously approved specified limits or parameters during its useful life after acceptance.
- (2) **Acceptance Testing** - An initial examination and test of equipment against manufacturer's or IHS's approved parameters after purchase and before it is put into service. The examination and tests are to determine if the equipment meets the guaranteed specification requirements of the manufacturer and/or agency.
- (3) **Safety Testing** - A simple procedure to verify that the equipment is in compliance with one or more specified safety requirements. Such checking is frequently limited to electrical safety testing e.g., visual inspection of the condition of the electrical cord).

**UNAUTHORIZED EXPENSE** - Occurs when supplies, services or materials are received by the government prior to submitting a requisition to the procurement department. This is a serious deficiency and the employee may be held liable for the unauthorized expense.

**USER ERROR** - An error caused by the improper use of a utility from the termination device into the occupied space. User error is also called operator error.

**UTILITIES** - As defined by the Joint Commission on Accreditation of Healthcare Organizations (JCAHO) it includes electrical

---

TECHNICAL HANDBOOK FOR  
ENVIRONMENTAL HEALTH AND ENGINEERING  
VOLUME VI - FACILITIES ENGINEERING  
**PART 70 - ADMINISTRATION AND MANAGEMENT**

---

distribution; emergency power; vertical and horizontal transport; heating, ventilating and air conditioning; plumbing; boiler and steam; medical-gas; medical/surgical vacuum; and facility communication systems including data exchange systems.

**UTILITY** - Any service provided to or from the installation through a distribution system including: gas, water, steam, electricity, medical gases, etc.

**UTILITY SYSTEM** - A system of interdependent physical plant components which, as a whole, provides a single, useful function at multiple locations. Utilities include systems for electrical distribution; emergency power; horizontal and vertical transport; heating, ventilating, and air conditioning; plumbing; boiler and steam; medical gases, medical/surgical vacuum, and communications systems.